

SUBJECT GROUP 5500-5599 SECURITY

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## SUBGROUP 5512 - IDENTIFICATION

5512.1 Admission and Access to Regional Installationsa. Personnel access

(1) All personnel will have proper identification immediately available for display to sentries upon approaching naval installation gates. U.S. Armed Forces personnel and their dependents normally will be admitted at any hour upon presentation of an Armed Forces Identification Card (Active, retired, or reserve on active duty). Civilian employees will be admitted by means of their current U.S. Government ID Card, Optional Form 55. Retired Civil Service ID cards are not intended, nor will they be used, for the purpose of gaining entrance to the installation. Vehicle decals are not provided for retired Navy civilian employees. Guidance on issuance of decals is provided in Section 5520.

(2) Military Dependents and Family Members. Military dependents residing in quarters and family members, other than dependents residing in the Hampton Roads area, may be issued a General Access Pass (Stamped Base Resident) as a means of personal identification during routine or special checks made by gate sentries. The General Access Pass will also authorize a vehicle to proceed if the holder is a driver or a passenger and will be issued at the installation Security Department Pass and ID Office upon request **by the sponsor.**

(3) Civilian Guests. A "civilian guest" is a special category of non-military visitor who is visiting one of the following: A member of the Armed Forces residing on a Naval installation or stationed onboard a ship; a dependent or other non-military person residing on the installation. A "civilian guest" is also a non-military visitor accompanying a member of the Armed Forces or a person holding a valid Uniformed Services Identification and Privilege Card (DD Form 1173), for the purpose of visiting authorized messes and clubs as a guest of the authorized sponsor. Sponsors of civilian guests as defined by this paragraph should comply with the following steps in order to ensure their guests are admitted.

(a) Call the respective installation Pass and ID Office with the names of the people you are expecting (if it is an extended visit, a Temporary Pass is required), their approximate time of arrival, and the gate which they will enter.

(b) Ask your guests to identify themselves to the sentry and to state your name as sponsor.

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(c) The sentry will assist the guest(s) in reaching their destination on the installation.

(d) If the visit is unannounced and the sponsor is unavailable to the sentry, respective Security Departments will determine if a Visitor's Pass should be issued. In such cases, some identification will be required and some delay may be incurred.

(4) Agents for the Handicapped or Youthful Dependents.

Persons designated as agents to make or assist with purchases for an authorized commissary store or exchange patron who is handicapped, disabled, or too young to purchase items on their own, will be issued an Agent Letter by the installation Security Department Pass and ID Office. The installation Security Department will also issue a General Access Pass to the agent for the period of time authorized in the agent's letter. A Commercial Decal may be issued for the agent's vehicle if it is used to transport the sponsor to and from the base.

(5) News Media Representatives. News Media representatives will not be granted entry on installations unless they are escorted by the installation Public Affairs Office (PAO). No subordinate or tenant commands may authorize News Media access to the installation. News media representatives will be escorted by a PAO representative of the host command or his delegate at all times. In the event a news media representative arrives at a gate unannounced, the sentry will direct that person to the respective Pass and ID Office who will notify the installation PAO.

(6) Other Federal Government Employees. Employees of other Federal agencies will be admitted upon presentation of identification issued by their employing department or service. Civilian employees TAD to Naval installations, driving vehicles with current DOD decal, will be allowed access based on presentation of identification and a set of their TAD orders. A Temporary Base Pass for the length of the TAD will be issued to POVs not displaying a current DOD decal or Installation tag. Such persons should stop at the installation Pass and ID office.

(7) Business Person Access

(a) A General Access Pass is issued to the following categories of personnel: contractors, taxi drivers, domestics, vendors and business personnel; also in special situations. A General Access Pass does not authorize vendors, contractors, or business personnel to conduct general solicitation nor does it allow general access to installation premises. Such pass holders will have made specific appointments with base personnel or contract provisions to visit. Contract provisions to follow up on equipment or services shall be made by prior appointment with the command's contracting officer or other designated officials. It should be noted that the General Access Pass will be limited to persons whose frequency of

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visits to the base averages at least twice weekly. Eligible applicants should stop at the installation Pass and ID Office and comply with the following procedures.

1. Application forms will be available at the installation Pass and ID Office. Any person who qualifies for a Business Pass will be eligible for an installation Commercial Vehicle Decal for company-owned vehicles used for regular business visits to the issuing installation only.

2. All Business Passes will be issued for the period of time necessary to complete the business or contract up to 12 months. The length of time will be specified by the sponsoring activity (usually the installation customer) endorsing the application. Upon expiration, passes may be renewed if services are still required, following the same procedures as for the initial issue.

3. The sponsoring command or activity is responsible for determining if applicants for Business Passes meet the eligibility requirements of this instruction and that the best interests of the Navy are being served. The sponsoring commands endorsement also has the effect of confirming that the sponsoring activity has sighted proof of the company's proper licensing under applicable federal, state, or municipal laws.

4. Commanding officers and officers-in-charge shall not delegate authority to endorse Business Pass applications below department head level. Favorable endorsement of an application indicates that the sponsoring command or activity accepts a degree of responsibility for actions of the applicant (and/or the represented firm) while on the installation.

5. Any command or activity which has endorsed a commercial representative for a Business Pass may withdraw an endorsement at any time by notifying the installation Security Department, who will initiate action to recover and cancel the pass.

(8) Contractor Personnel Access

(a) Sponsor's Responsibilities for General Contractors and Non-Master Ship Repair (MSR)/Agreement Boat Repair (ABR) Ship Repair. Activities awarding contracts for work to be performed on installations shall direct contracted personnel to individually receive their decals and passes from respective installation Security Department Pass and ID Offices.

(b) General Guidelines For All Contractors

1. General/MSR/ABR contractors will provide a complete list of subcontractors to the installation Security

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Department Pass and ID Office. In addition, each general and sub-contractor will furnish an access list of all contracted personnel along with the name, title, and sample signature of the validating official who will be responsible for administering the sponsoring activity's identification badges. In the event the validating official is replaced, the contractor shall immediately furnish the Security Department Pass and ID Office with the name and sample signature of the replacement.

2. Contractors, other than MSR/ABR, shall obtain badge request applications from the installation Pass and ID Office and be processed on an individual basis (or for groups by appointment only). Badges for all contractors will be valid for one year from the date of issue or until canceled by the issuing authority.

3. Contractors will notify the installation Security Department Pass and ID Office when a badge is lost, or no longer officially required (e.g. upon completing or terminating a contract, or when employees are discharged, transferred, or resign).

4. If vehicle decals are required in accordance with the provisions of this manual for either company or privately owned vehicles, it will be necessary to present current registration, proof of liability insurance coverage, state safety inspection receipt, and a valid driver's license to the installation Pass and ID Office. Contractors, manufacturer representatives, or other system/equipment technicians entering the base on an infrequent basis will be allowed to proceed by showing personal identification (driver's license or Company ID) and vehicle registration or, in the case of rental vehicles, appropriate rental agreement/documentation. MSR/ABR contractors who have been issued vehicle decals shall ensure that stringent controls are maintained and the validating official views the documentation required above.

(9) Access policies and procedures specific to NAVSHIPYD Norfolk are addressed in NAVSHIPYDINST 5400.1 series Information to Ships and may be obtained from the NAVSHIPYD Norfolk Pass and Tag Office.

#### 5512.2 Fingerprinting Services

a. Installation Security Departments may provide fingerprinting services within the Pass and ID Office. Hours of operation differ between regional installations.

b. Fingerprinting of Groups. In the event service is desired for a group of more than five persons, an appointment should be made by calling the Pass and ID Supervisor. When larger numbers of personnel need to be fingerprinted, arrangements for portable fingerprinting equipment loaned to the activity may be made by contacting the respective installation's Security Department.